



NOTICE OF VACANCY

JOB TITLE:	Operations Division Manager (Highland Plant Operations Manager)
SALARY:	\$46,692.77
DEPARTMENT:	Utilities
CLOSING DATE:	Open Until Filled

MAJOR DUTIES:

Supervises, evaluates, and trains designated staff and serves as a resource to subordinate personnel. Establishes training programs for the operation of water treatment and safety. Approves work schedules and establishes policies and procedures. Reviews daily operating reports to monitor correct feed rates of chemicals. Monitors lab reports to ensure quality control and makes adjustments to achieve desired results. Corresponds with USEPA and GAEPD concerning reports, samples, regulations, etc.

MINIMUM QUALIFICATIONS:

Education: High School diploma, trade school, or equivalent level of education.

Experience: 5+ years in similar position or sufficient experience to perform principal duties and responsibilities, usually associated with experience in water treatment operations and laboratory procedures. Considerable knowledge of management principles and practices. Familiarity with water plant operations. Proficiency in chemistry, laboratory procedures and operations, and environmental studies. Good communication skills, both oral and written. Demonstrated ability to work independently. May supervise and/or train designated subordinate personnel. Possess or have ability to obtain a State Class I Water Operators Certifications for the Georgia State Board of Examiners.

Please submit all résumés/applications to the Human Resources Department on or before the closing date. Applications are available in the Human Resources Department. Applications and Resumes are accepted Monday through Friday from 8:30 a.m. to 5:00 p.m.

Augusta Human Resources Department
530 Greene Street
Room 601 – Municipal Building
(706) 821-2303 (706) 821-2867 FAX
Job Line: 821 -2305
WWW.AUGUSTAGA.GOV

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